Arizona Department of Agriculture
Industrial Hemp Program

How to Use Google Earth for GPS Coordinates & Maps 2019

Google Earth Preferred

- GPS Coordinates – Google Earth Pro is the preferred method to obtain GPS coordinates for your hemp locations

- Maps – Generate maps for your applications using Google Earth Pro

Preferred Type of GPS Coordinates

Three Common Formats

- DD° MM'SS.SS"   Degrees, Minutes, Seconds   No

- DD° MM.MMM'Degrees Decimal Minutes   No
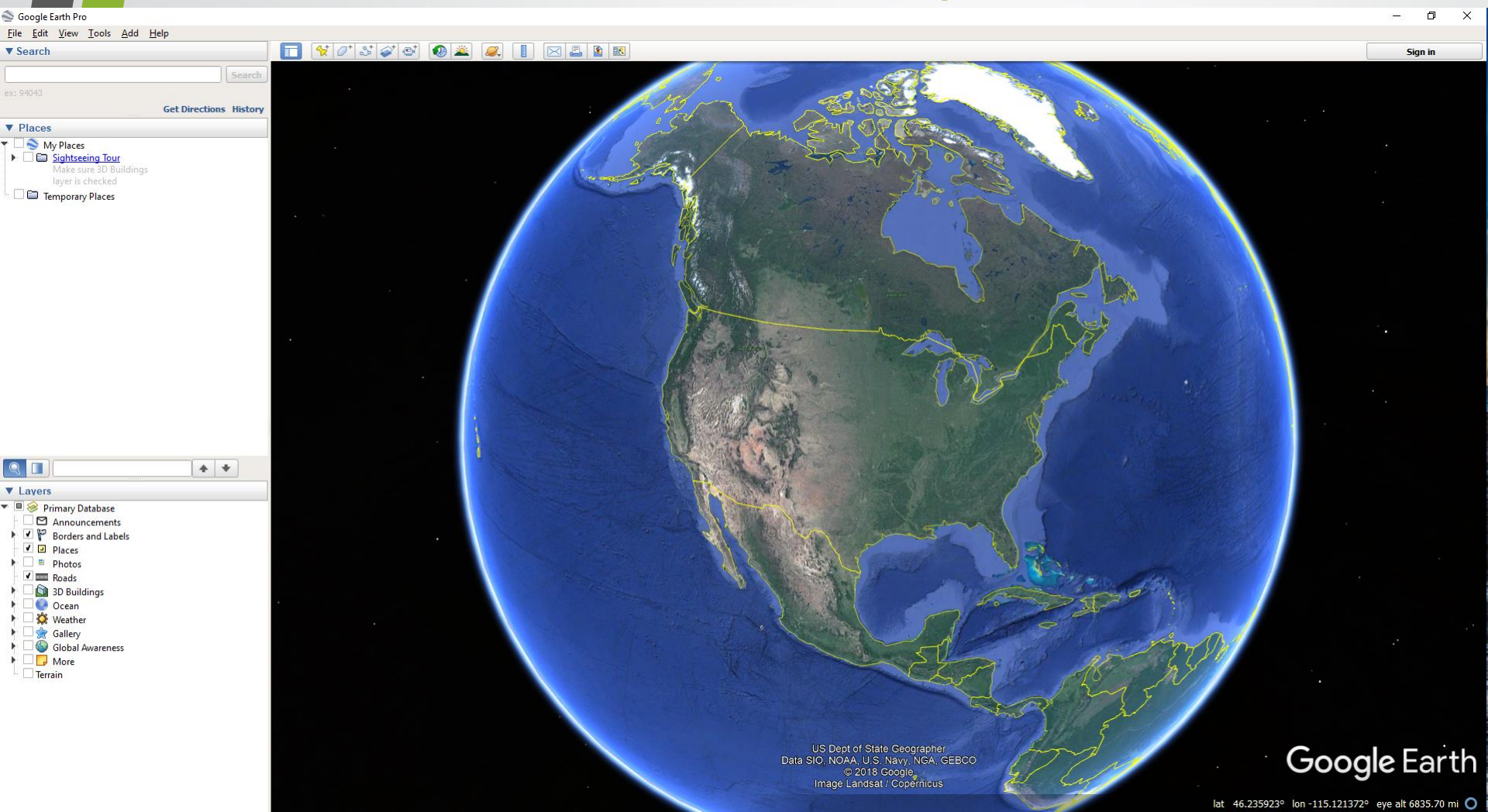
- DD.DDDDD°   Decimal Degrees   Yes
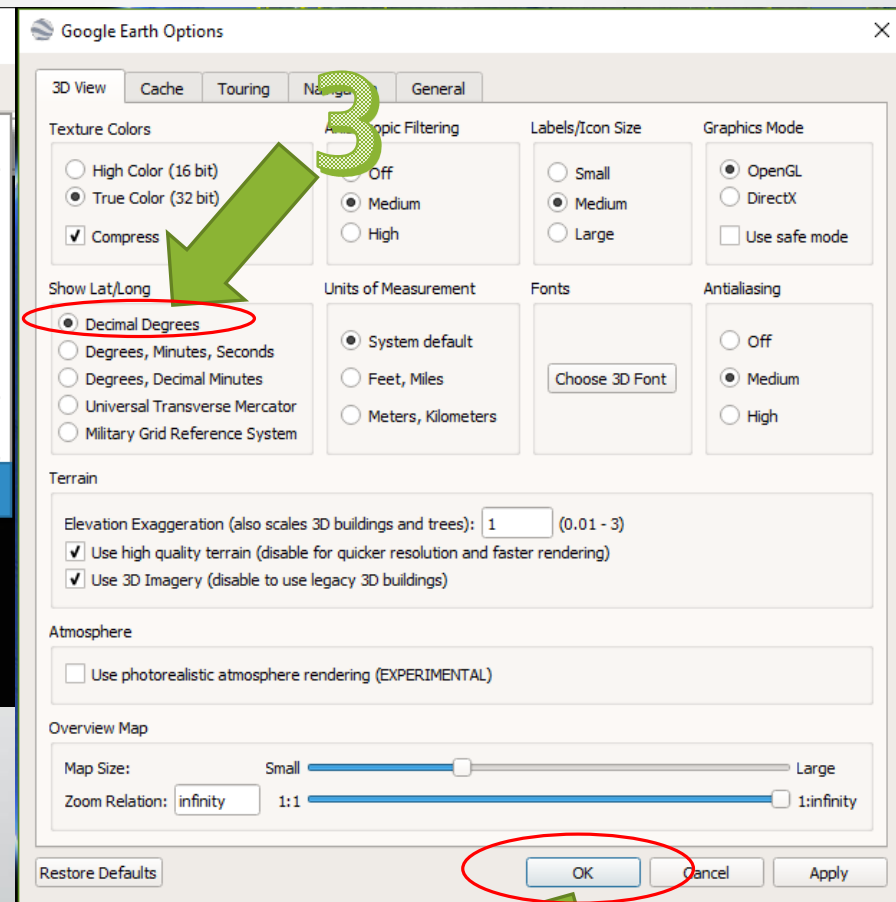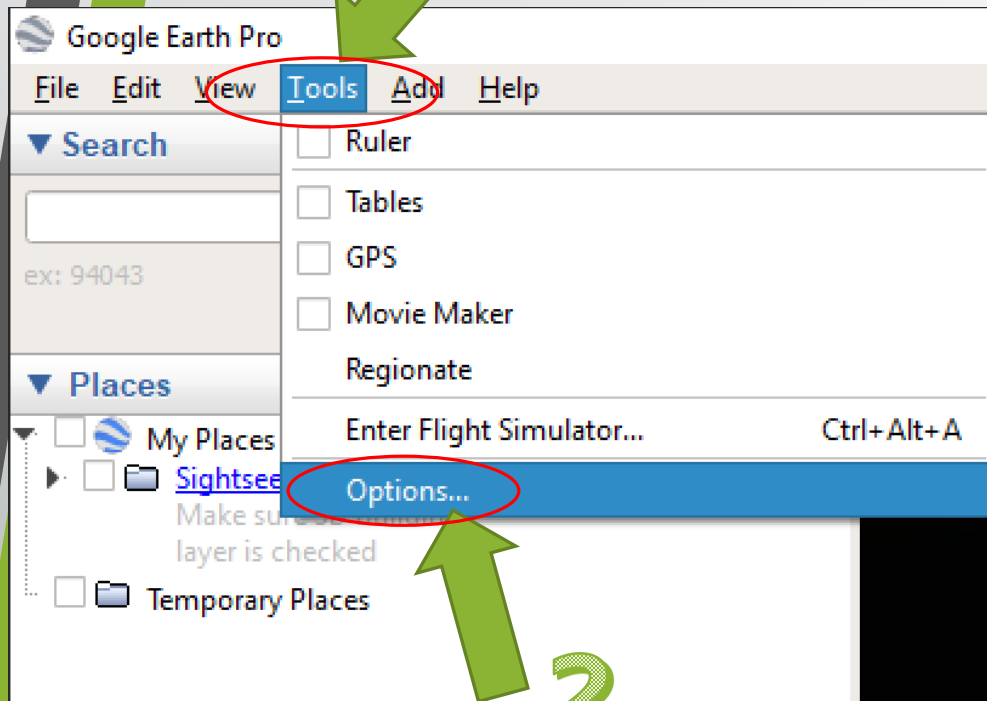
Format on Application and Maps

Decimal Degrees

33.44951, -112.09564

Google Earth Pro

https://www.google.com/earth/versions/#download-pro

Set-up the correct coordinate format

Navigation,
GPS of Your Location,
and
Setting the Pin

Step 1: Enter Address in search bar and click the "Search" button

Note: You can also enter GPS coordinates in the search bar.

Step 4: Click the "N" at the top of the compass to re-position the map to north.

Step 2: Google Earth zooms into the address. (Red Pin)

Step 3: Use scroll wheel & mouse, or controls in upper right corner to move around map, and zoom in and out.

Step 4: Drop a pin by clicking on the thump tack button.
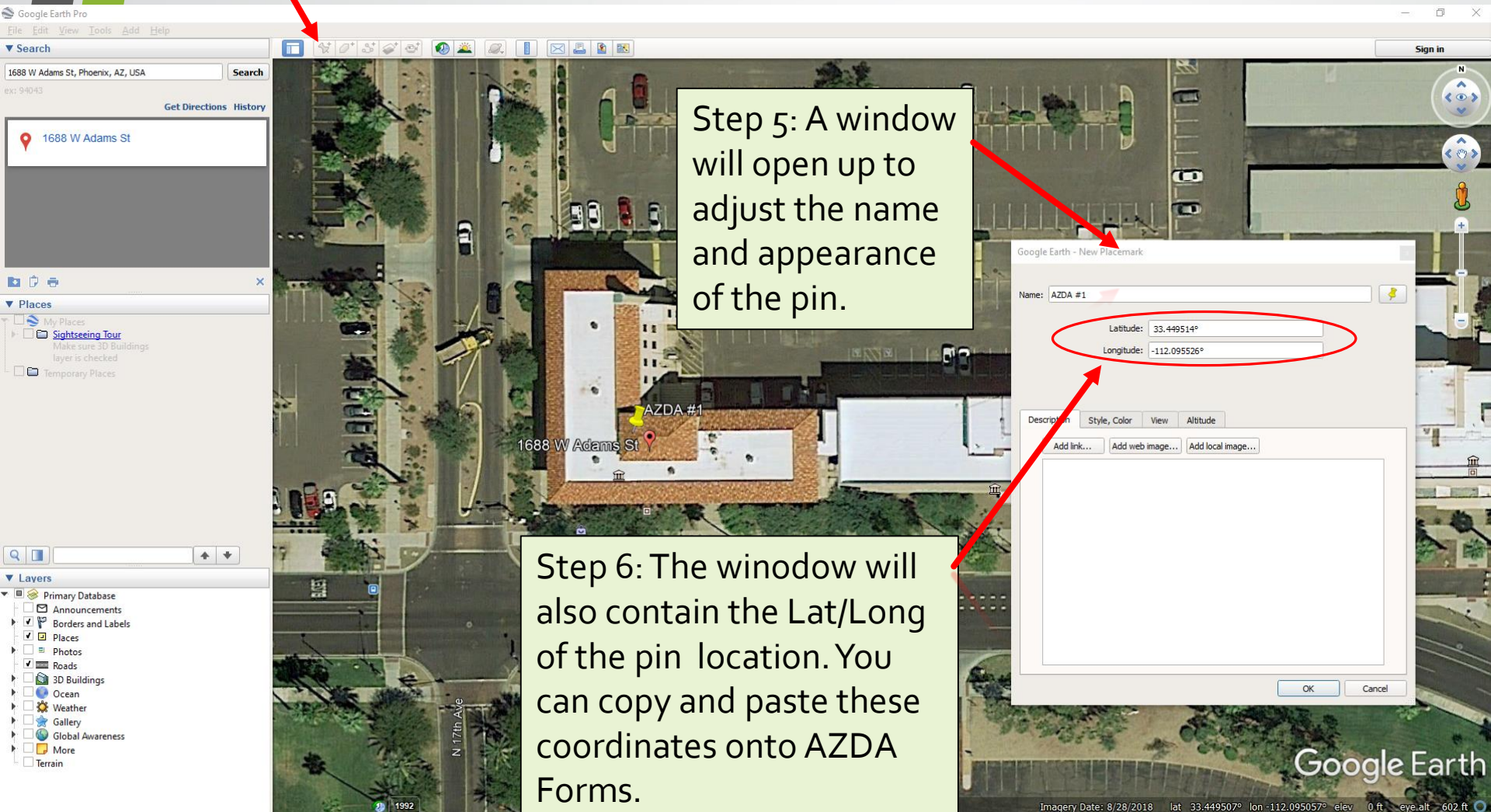
Step 5: A window will open up to adjust the name and appearance of the pin.

Step 6: The winodow will also contain the Lat/Long of the pin location. You can copy and paste these coordinates onto AZDA Forms.
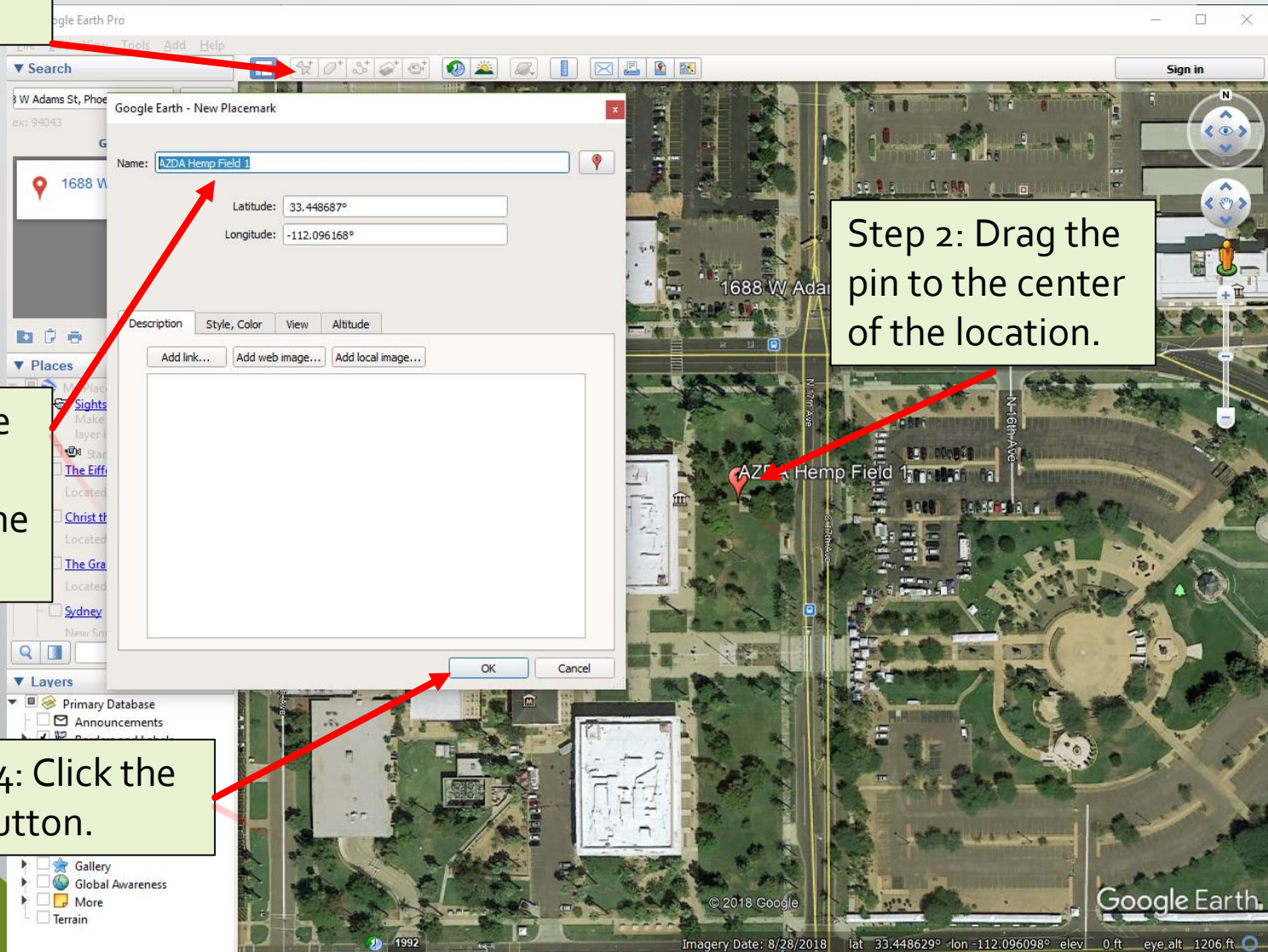
Add a Pin to a Growing Site

Step 1: Click the thumbtack button.

Step 2: Drag the pin to the center of the location.

Step 3: Type the name of your location ID in the "Name" field.

Step 4: Click the OK button.
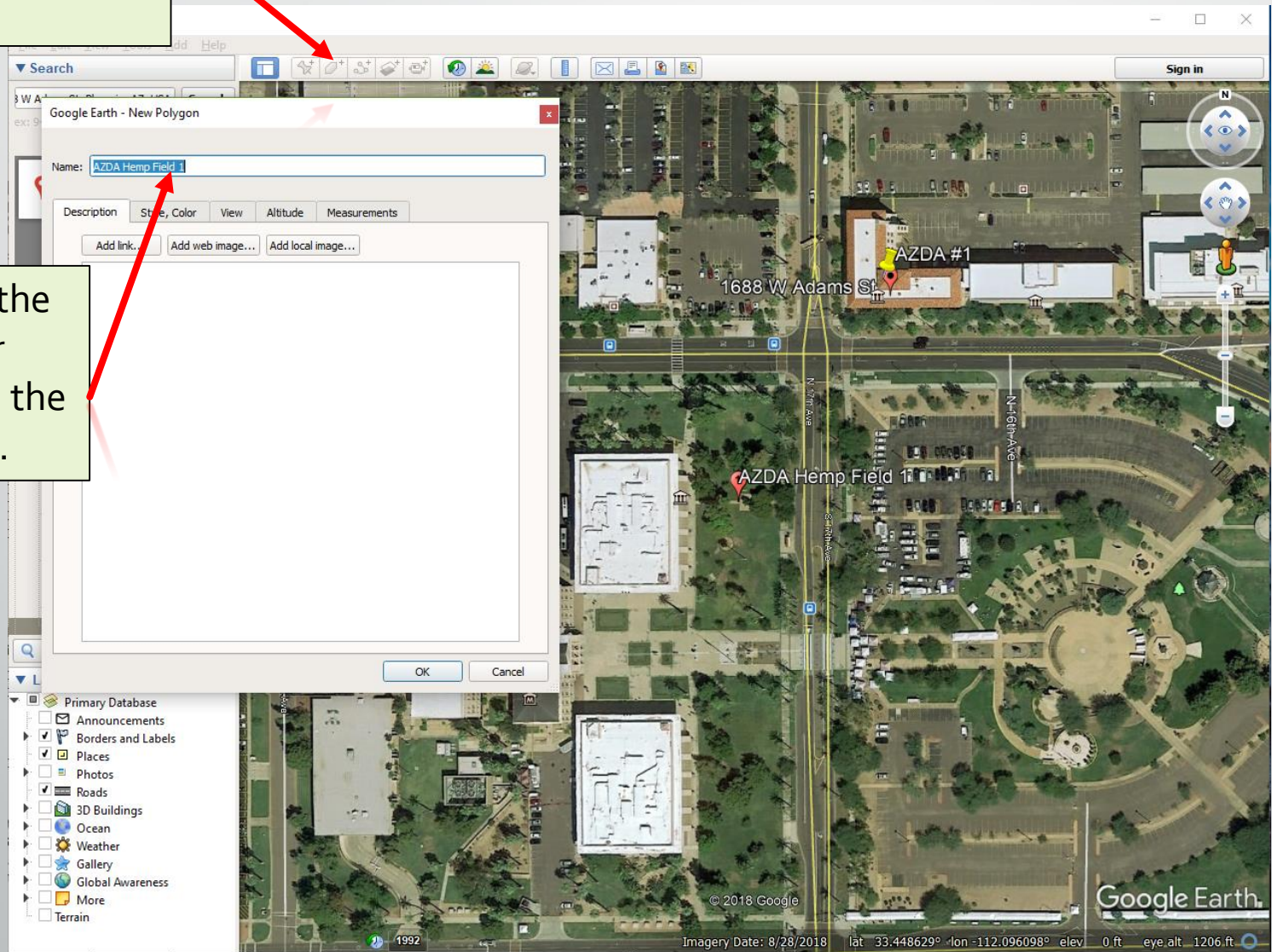
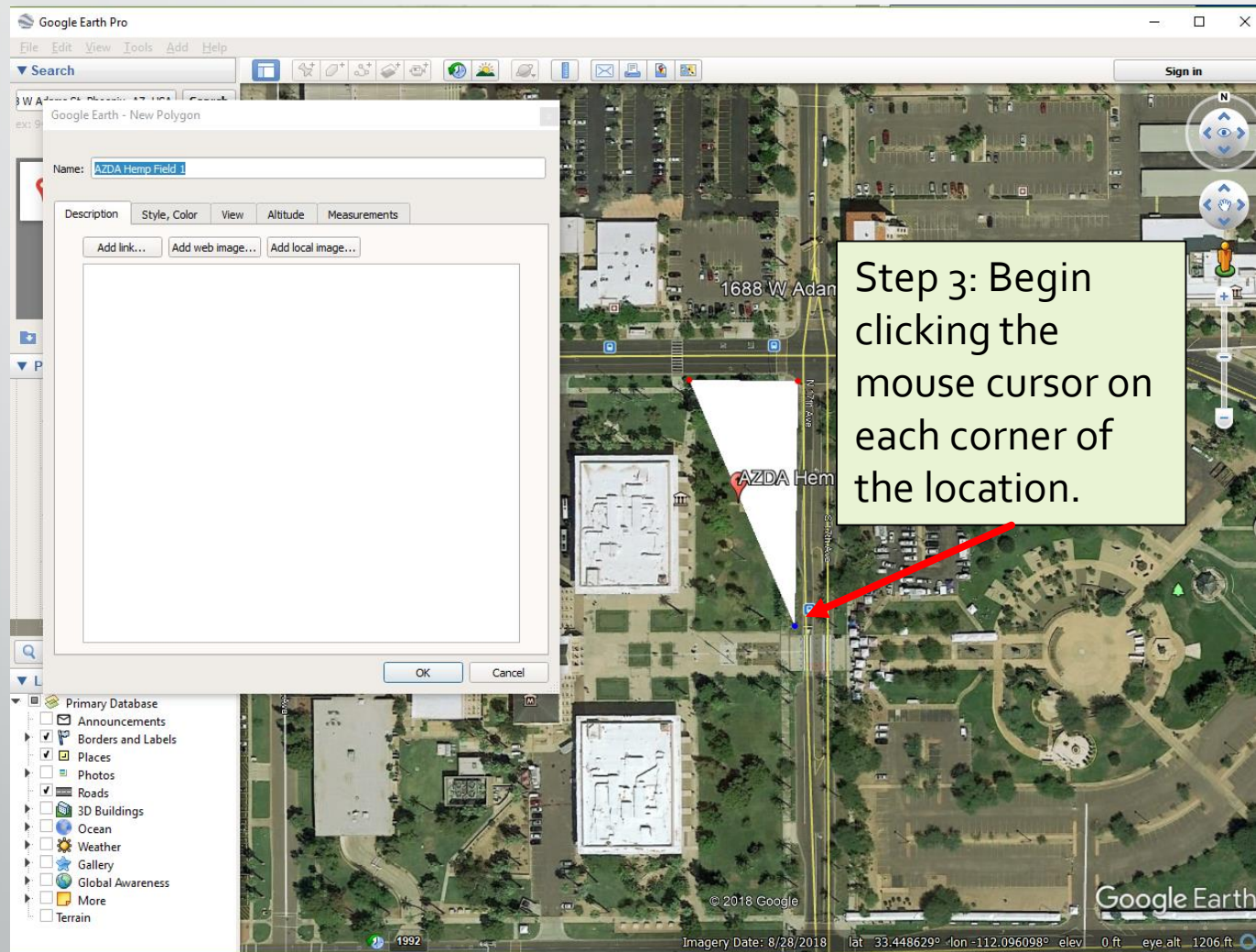# Creating a Polygon & Measuring Acreage

Step 1: Click the "Add Polygon" button.

Step 2: Type the name of your location ID in the "Name" field.

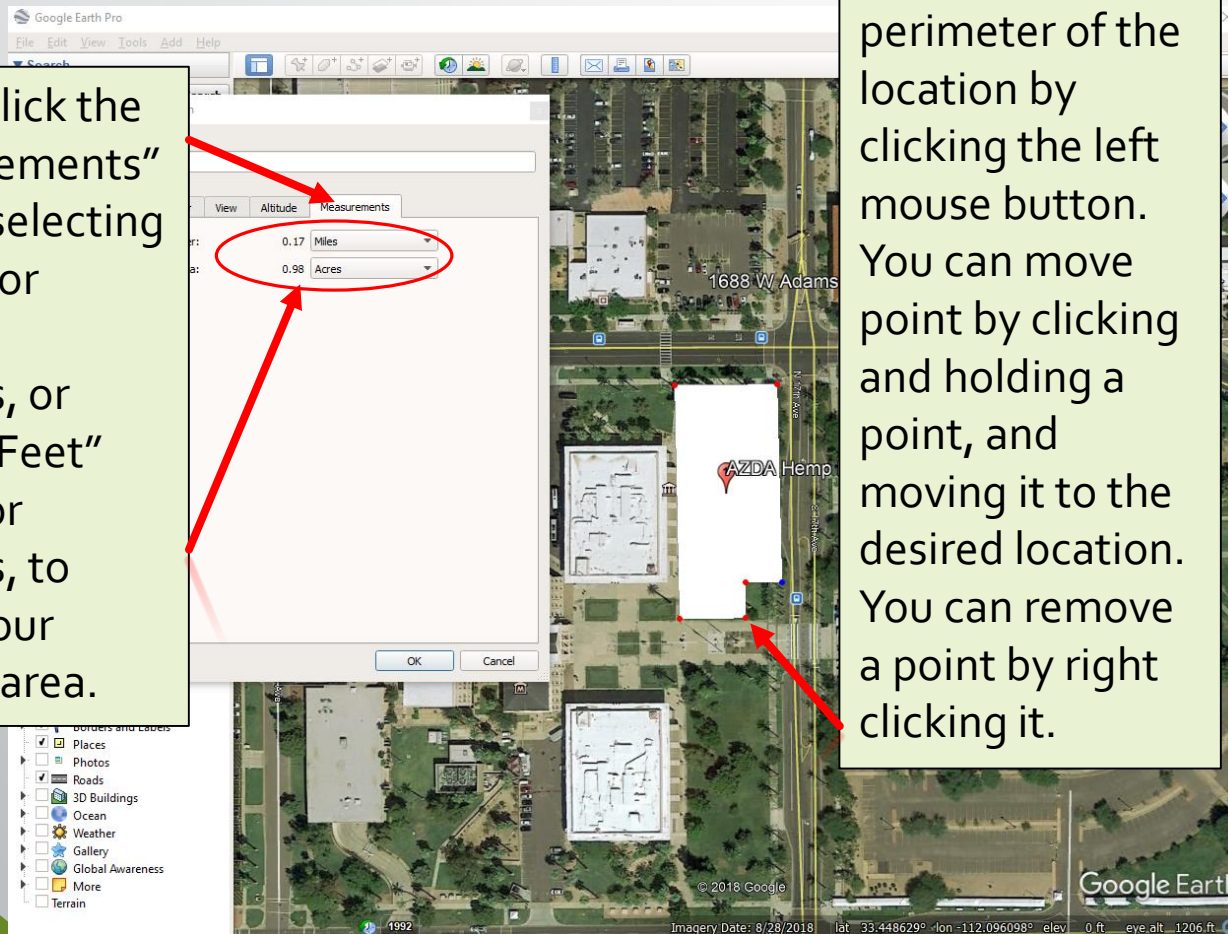Step 3: Begin clicking the mouse cursor on each corner of the location.

Step 5: Click the "Measurements" tab and selecting "Acres" for outdoor locations, or "Square Feet" for indoor locations, to obtain your growing area.

Step 4: Continue to add points around the perimeter of the location by clicking the left mouse button. You can move point by clicking and holding a point, and moving it to the desired location. You can remove a point by right clicking it.

Step 6: Click the "Style, Color" tab.

Name: AZDA Hemp Field 1

Description | Style, Color | View | Altitude | Measurements

Lines
Color: ▉ Width: 3.0 ▲▼ Opacity: 100% ▲▼

Area
Color: ☐ Outlined ▼ Opacity: 100% ▲▼
☐ Random

Step 7: Change the color of the Lines to Red.

Step 8: Change the width of the Lines to 3.0.

Step 9: Change the Area to "Outlined".

This step is important so AZDA Staff can see the land area beneath the polygon.

Step 10: Click the OK button when complete.
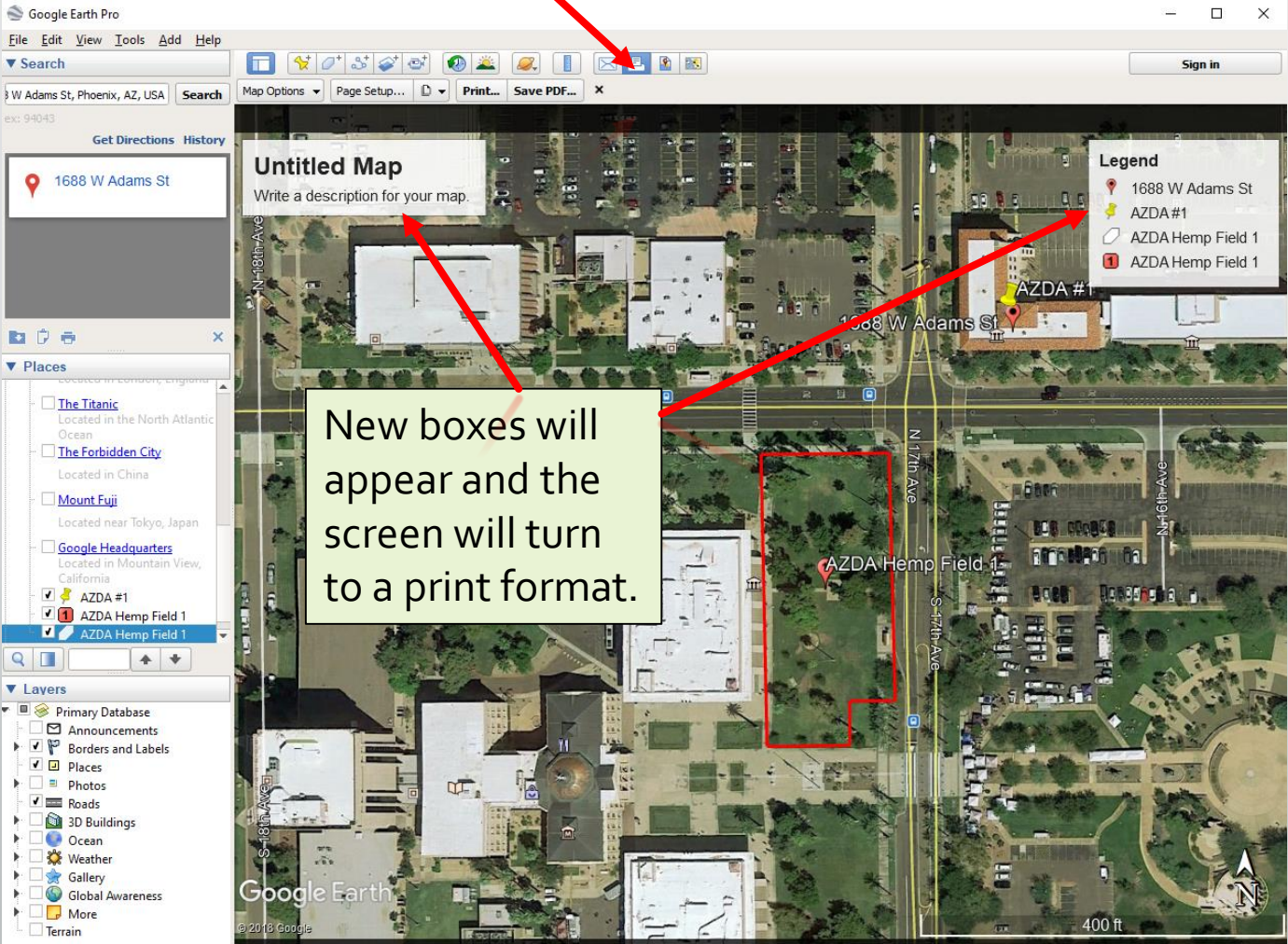
OK | Cancel

1688 W Adams St

N 17th Ave

AZDA Hemp Field 1

S 17th Ave

Labeling and Printing Your Map

Step 1: Click the "Print" button.

New boxes will appear and the screen will turn to a print format.
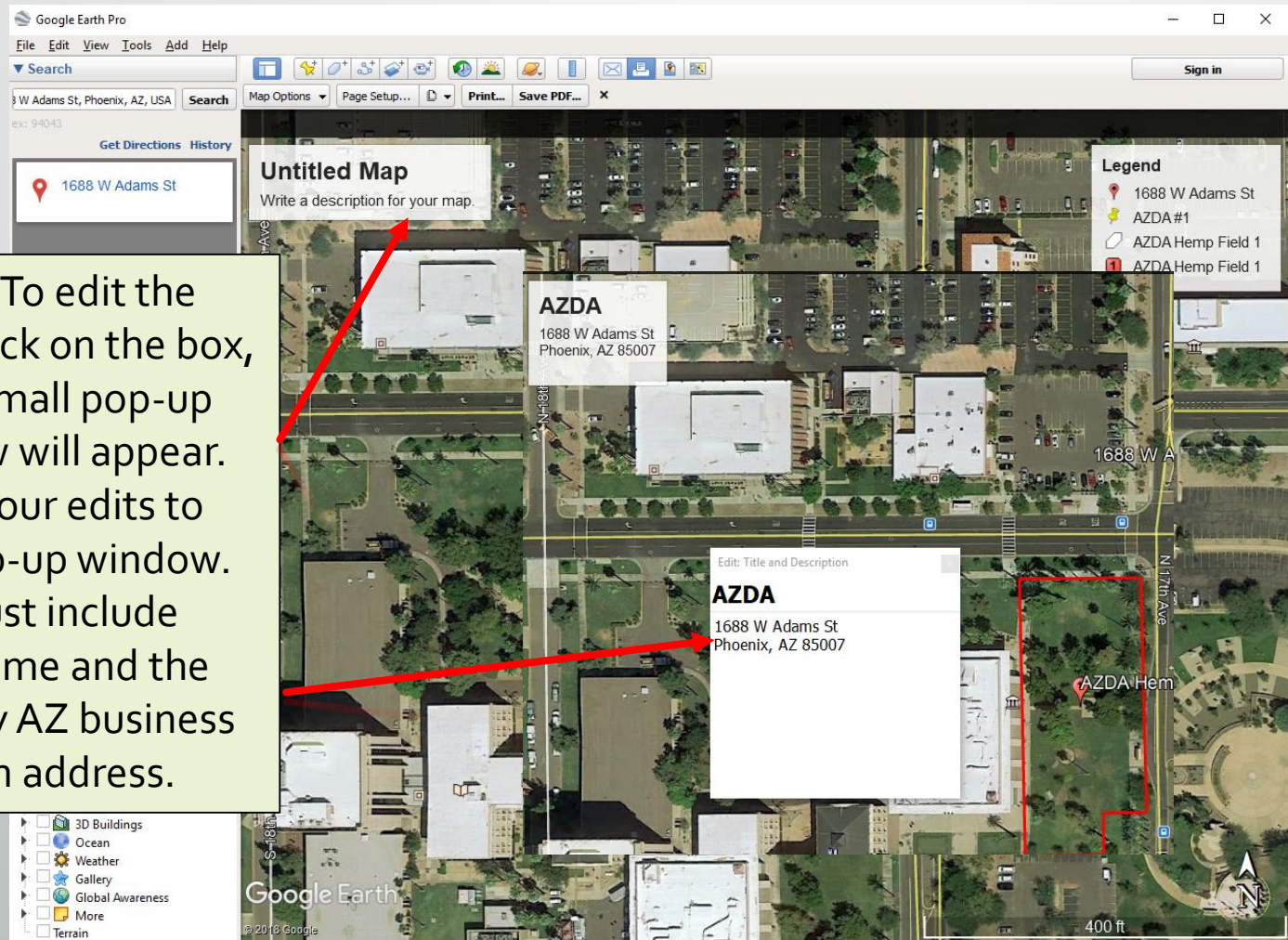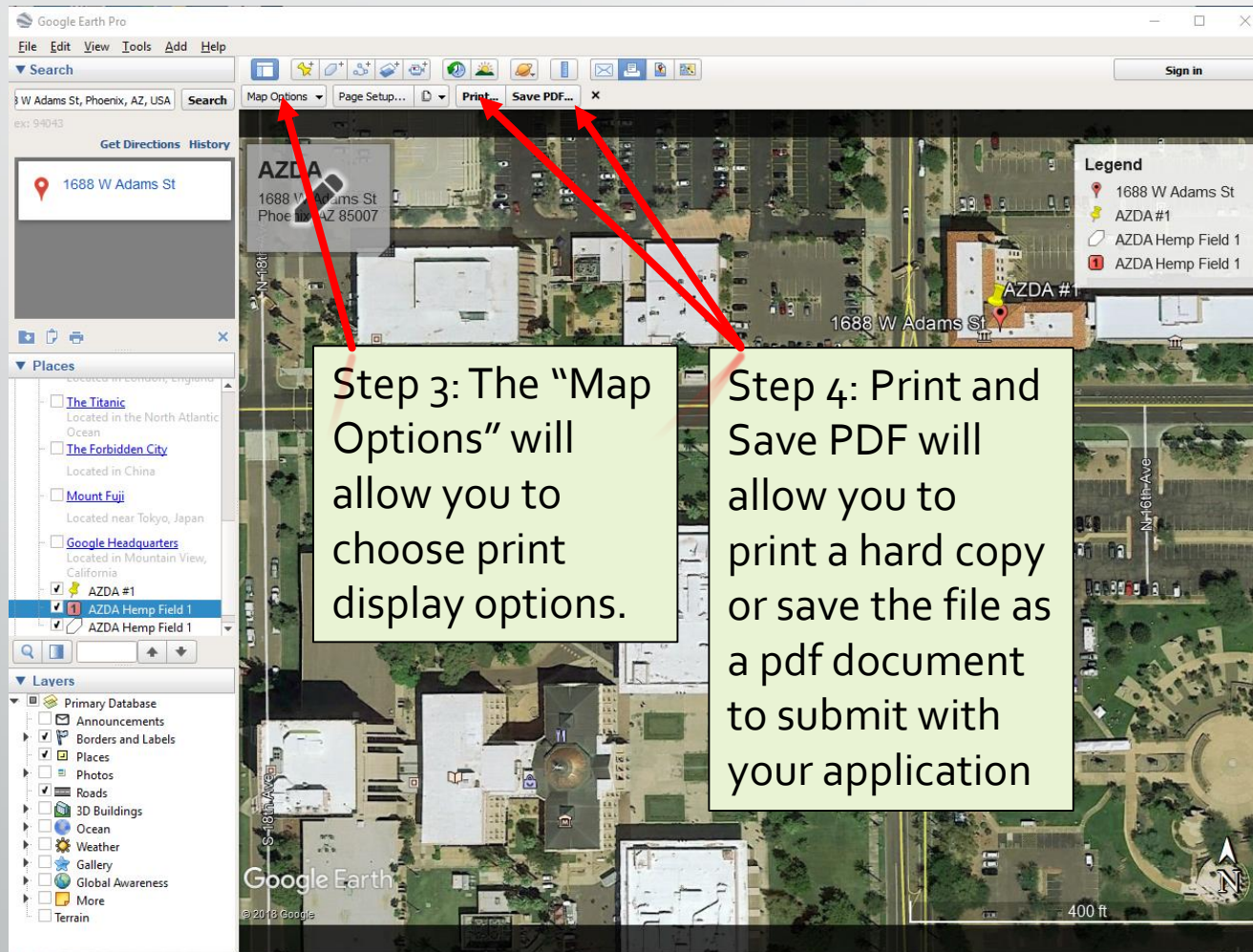
Step 2: To edit the title, click on the box, and a small pop-up window will appear. Enter your edits to the pop-up window. You must include your name and the primary AZ business location address.

Step 3: The "Map Options" will allow you to choose print display options.

Step 4: Print and Save PDF will allow you to print a hard copy or save the file as a pdf document to submit with your application

Saving a Google Earth File

- In addition to the paper or pdf map, an applicant can send a Google Earth file.

- This is not required, but useful.

- The Google Earth file (.kzm) is not a substitute for the printed or pdf map for the application process.

Saving a Google Earth File

Step 1: In the "Places" sidebar, your locations that were created will be under "Temporary Places". Right click the Temporary Places folder and select Save place as. Save the file to your computer and email to:
azhemp@azda.gov
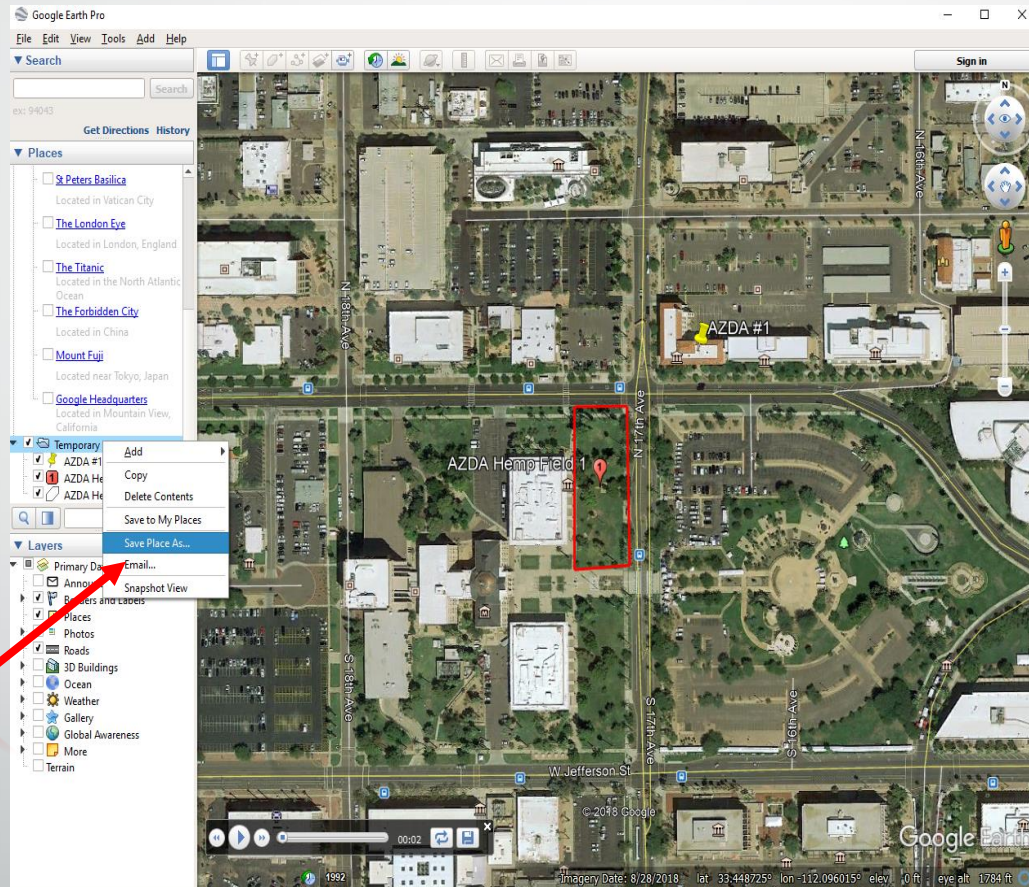
Other Options

<u>You can still submit a map to AZDA if Google Earth is not an option.</u>

- Use any other mapping program you are comfortable with and print a color map of the area.

- Handwrite the information – legibly – on the map. Use a wide tip felt maker so the information is clear.

    - Your Name

    - Address of the Primary AZ business location

    - Draw a point on each location required to be mapped (Growing, Processing, Storage).

    - Write the Location ID next to the point.

    - If it is a growing location, draw an outline of the field or greenhouse where hemp will be grown.

- List out all locations on a separate page or spreadsheet, indicating Your Name, Primary AZ business address, Location ID(s), and GPS coordinates of each location.

- For growing areas, also indicate the acreage for outdoor locations and square foot for indoor locations.

Contact AZDA

For Questions or Additional Directions:

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